## 教職員帳號申請程序

1.  請先至人事室或研發處**完成報到**，並確認人員基本資料已建檔，且取得「教職員編號」。

2.  完成報到後隔日，請上網申請帳號(http://apply.cc.ntu.edu.tw)，上網申請完畢後，**請列印帳號申請表格**，黏貼個人教職員證影本（或身份證、居留證、護照影本），並由申請人本人親自簽名。

3.  申請程序流程圖(見附件)

4.  諮詢服務：請洽 02-33665022 計資中心帳號室(申請帳號說明網頁：http://apply.cc.ntu.edu.tw/)

## Faculty Account Application Procedure

1.  Please go to the Personnel Office or the Office of Research & Development to complete the registration. Confirm that your basic personnel information has been filed and obtain your Faculty ID number.

2.  The next day after completing the registration, please apply for an online account at (http://apply.cc.ntu.edu.tw). After finishing the online application, please print out the account application form, paste a photocopy of your Faculty ID, and provide your applicant signature.

3.  Application Procedure(see attachment)

4.  Consultation Service: Please contact the helpdesk at the Computer & Information Networking Center: 02-33665022

    Instructions for applying for an account can be found at this website: http://apply.cc.ntu.edu.tw/

109.12 譯

台灣大學計算機及資訊網路中心
教職員工帳號申請流程圖
National Taiwan University Computer & Information Networking Center
Faculty Account Application Flowchart

帳號申請規則
Rules for account application
1.每人限申請一組帳號
Each person may only apply for one account
2.帳號名稱請以個人中文姓名之英文
縮寫，或英文名字加上中文姓氏命名
Please use the English letter abbreviation
of your Chinese name, or your English name
with your Chinese surname.

帳號申請
Account application

新進員工
New personnel

上網申請帳號並列印申請表
Apply for an account online and
print out the application form

請備妥以下文件，送至計中帳號室。
1.已親筆簽名之帳號申請表
2.教職員證影本（或計畫人員聘書、申請書影本）
Please prepare the following documents and send them
to the Account Processing Room on the 1st Floor of
the Computer & Information Networking Center
1.Signed account application form
2.Photocopy of faculty/staff ID card (or copy of the
Certificate of Appointment and application form)

請參閱錯誤信息，並做相對應處理。
必要時請重新上網申請
Please refer to the error
message and act accordingly. If
necessary, please reapply
online.

申請失敗
Application
failed

上網查詢帳號申請進度
Check progress of the
account application online

申請成功
Application successful

帳號申請完成
Account application complete

帳號相關資訊及使用方式
請上網查詢
http://apply.cc.ntu.edu.tw

For account information and
usage instructions, please go
to http://apply.cc.ntu.edu.tw